

REQUEST FOR MAILING
(Paychecks, Form W-2 and Earnings and Leave Statements)
(ER 37-2-10)

TO: CUSTOMER SERVICE REPRESENTATIVE

FROM:

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Each individual required or requested to furnish personal information must be advised of the following:

- a. Authority: 26 U.S.C. 6051; 5 U.S.C. CH 55
- b. Principal Purpose: Maintain addresses for mailing paychecks, Form W-2 and Earnings and Leave Statements.
- c. Routine Use: Establish and update mailing addresses.
- d. Mandatory or Voluntary Disclosure and Effect on Individual not Providing Information: Voluntary Disclosure. Paychecks, Form W-2 and Earnings and Leave Statements will be mailed to employee's last address on record.

INSTRUCTIONS

- 1. This form must be legible and correct (print or type). A new form must be submitted when changing a permanent mailing address. Inaccurate information or late submission may result in late receipt of paychecks, Form W-2 or Earnings and Leave Statements.
- 2. Employees designating DD, EFT or Net Pay to financial organizations must also complete Standard Form 1199A. Earnings and Leave Statements will be mailed to the address listed below.
- 3. Form W-2 will be mailed to the W-2 address shown below.
- 4. This form may not be used to change a bond mailing address. SF Form 1192 must be used to change, establish, or cancel bonds.
- 5. Submit this form to the timekeeper for forwarding to the Customer Service Representative.

EMPLOYEE DESIGNATED MAILING ADDRESS

NAME *(Last, First, Middle Initial)*

SOCIAL SECURITY NUMBER

ACTIVITY/UIC

ORGANIZATION CODE

EFFECTIVE DATE

MAILING ADDRESS: *(Street Address/P.O. Box)*

CITY, STATE AND NINE-DIGIT ZIP CODE

CHECK THE APPROPRIATE BOX(ES) AND MAIL TO THE ADDRESS SHOWN ABOVE:

☐ FORM W-2

☐ PAYCHECK

☐ EARNINGS AND LEAVE STATEMENT

☐ THIS REQUEST CANCELS DD, EFT OF NET PAY TO A FINANCIAL ORGANIZATION.

☐ THIS REQUEST DOES NOT CANCEL DD,EFT OR NET PAY TO A FINANCIAL ORGANIZATION.

SIGNATURE

DATE